## **Retail electrical inspection checklist**

Retail

## EQUIPMENT

Is the food preparation area clean and tidy?



Are hot boxes clean and in good condition?



Are all display shelves and racks clean and in good repair?



Are all fridges and freezers in working condition?



Are shelves inside fridges and freezers clean and in good repair?



Are fans, vents, seals on fridges and freezers free from dust?



Comments:

Additional image	UPLOAD
Additional image	UPLOAD
Inspector's Name/Signature:	
Inspection Date:	DATE
2017-01-01	
EXTERIOR	
Is external signage in good condition?	
Are windows clean?	
Is the storefront free from dirt/dust including surroundings?	
Is the entrance to the store inviting to customers and not cluttered?	
Are current promotions displayed?	

Is the external light working and in good repair?
Exterior image
INSIDE
Is the store well lit? Yes No Na
Can the door easily be opened? Yes No Na
Is the store mat clean and in good repair?
Are fans and air conditioning units clean and in good repair?
Is internal signage lit and in good condition?
Is the floor clean and obstruction free?

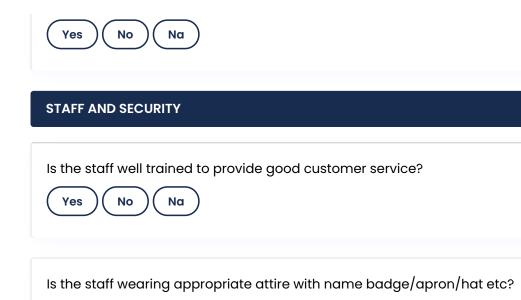
Are walls, ceilings clean and damage free?

Yes No Na
Interior image Yes No Na
PRODUCTS AND DISPLAY
Fresh fruits and vegetables
Baked items Yes No Na
Non-veg/Meat products
Dairy products Yes No Na
Deli products Yes No Na
Canned/packed foods
Non-food/household items

Are all products properly labelled and priced? Yes No Na Are there any expired products ? No Yes Να Is the store compliant with ticketing standards ie., printed and not handwritten tickets? No Na Yes Is the store layout easy to access and shop? Yes No Na Are out of stock products safely removed? Yes No Na Is the country of origin displayed on applicable products? No Yes Na Display image Yes No Na PROMOTIONS Is promotional stock available and labelled? Yes No Na

Are promotions updated? Yes No Na
Are promotional lines displayed in a prominent position?
Are current promotional points of the sale being used throughout the store?
SALE
Does the store have an accredited back office system?
Are all products properly scanned and sold? Yes No Na
Are accurate records maintained for inventory and sale?
Does the store have a current food-safe licence and are they in compliance with the government?
Is the store aware of packaging laws for any products produced/packaged in store?

Are proper invoices maintained upon sales and purchases?





Does the store have CCTV as a form of digital security?



Does the store have procedures for theft, shoplifting etc?



Are there adequate safety equipment in case of fire?



Are smoke detectors, sprinkler systems etc in working condition?



Are there any visible hazards?

